

**SAMPLE - RANDOM DRUG TEST PROGRAM CHECKLIST FOR SUPERVISORS**

Your Agency Drug Testing Liaison (ADTL) will provide you the names of your employees who are selected for random drug testing under the Drug-Free Workplace Program. **This information is confidential.** The ADTL will also provide you with the name, address and telephone number of the collection site where these employees are to report.

- Before sending the employee for collection, you should contact the collection site and schedule the date and time of the employee's collection. **You should identify yourself and the employee(s) being tested as Department of Agriculture employees and indicate that the supplies for the collection were provided by (Insert the name of the contractor).** Use the following procedures to notify the employee of the collection process:
- Approximately **2 hours** before to the actual collection, inform the employee verbally, and privately, that he or she was identified through a random selection process for drug testing by urinalysis. Clearly inform the employee as to the time and exact location to report for testing and instruct him or her to take photo identification.
- In no instance will an employee not identified on the official test list, maintained by the ADTL during collection, be tested. Do not make any unilateral changes.
- When an employee selected for random drug testing is unavailable for legitimate reasons (**example:** working different shift, travel, or leave), you **must** inform the Director, Quality of Work Life Division, Office of Human Capital Management, telephone (202) 720-8284, the Acting Division Chief, or [ Name], Employee Assistance Program Manager, telephone (202) 720-9010. An employee whose random drug test is deferred will be subject to an unannounced test within the following 60-days. An employee who fails to appear for testing and is not deferred is considered as refusing to participate in testing. The employee is subject to a proposal for removal from the Agency.
- Immediately report any problems encountered during the employee notification to the ADTL. If an employee fails to cooperate with collection procedures, the employee is subject to disciplinary or adverse actions consistent with USDA's Plan for a Drug-Free Workplace (see website: <http://www.usda.jzov/da/shmd/dfwp.htm>).
- Give the scheduled employee the attached Employees Checklist. This provides the employee with helpful information about the collection process.
- A Government contractor performs the collection. The employee should prepare to provide a urine specimen at the scheduled collection time.

- If an employee is unable to provide a sufficient quantity of urine, they are given a reasonable period to provide a specimen. As a general rule, the employee is allowed to drink water and allowed until the end of their tour of duty that day (or a reasonable period of time if this is inappropriate) to supply a **sample**. The employee is **NOT** to leave the clinic's lobby or waiting area while waiting to complete the collection. Failure to abide with this guideline may be presumed to be a refusal to take the test and a proposal for removal from the Agency would result, unless satisfactory medical documentation is furnished to support the action.
- If you have any questions or concerns, you should share them with the ADTL at (202) 720-5657 or the Departmental Employee Assistance Program Manager.

The name, address and telephone number of the collection site where the employee is to report follows:

Name:           **[Employee Name]**  
Address:       **[Name of Laboratory]**  
                      **[Street Address]**  
                      **[City, State, Zip]**  
  
Telephone:   **[Telephone Number]**